



The State Bar *of California*

OPEN SESSION AGENDA ITEM 50-2 FEBRUARY 2022

DATE: February 25, 2022

TO: Members, Board of Trustees

FROM: Steve Mazer, Chief Administrative Officer

SUBJECT: Adoption of Employee Pay Schedule

EXECUTIVE SUMMARY

This item requests adoption of the State Bar employee pay schedule effective January 1, 2022, reflecting the 1 percent Cost of Living Adjustment (COLA) agreed to by the State Bar and its employees' union in the April 17, 2020, Memorandum of Understanding (MOU).

BACKGROUND

All compensation reported to CalPERS must be compliant with the California Public Employees' Retirement Law (PERL).

Government Code section 20636 requires that base pay rates be set pursuant to publicly available pay schedules. California Code of Regulations section 570.5 clarifies the requirements of publicly available pay schedules, which include approval and adoption by the employer's governing body.

DISCUSSION

The State Bar posts updated employee pay schedules on its public website every year. Attachment A is the employee pay schedule effective January 1, 2022, which reflects the 1 percent COLA to 2021 salary ranges, as agreed to by the State Bar and its employees' union in the April 17, 2020, MOU. The 1 percent range adjustment is applied to all classifications, including those not subject to the MOU.

FISCAL/PERSONNEL IMPACT

The 1 percent COLA will add approximately \$715,000 to personnel costs in 2022.

AMENDMENTS TO RULES

None

AMENDMENTS TO BOARD OF TRUSTEES POLICY MANUAL

None

STRATEGIC PLAN GOALS & OBJECTIVES

Goal: None – core business operations

RECOMMENDATIONS

Should the Board of Trustees concur in the proposed action, passage of the following resolution is recommended:

RESOLVED, that the Board of Trustees approves the 2022 employee pay schedule included as Attachment A, as described herein.

ATTACHMENT LIST

- A.** State Bar Employee 2022 Pay Schedule

ATTACHMENT A
The State Bar of California
2022 Annual Salary Ranges

Classification Title	Unit	Effective Date	Minimum Annual Salary	Maximum Annual Salary
Attorney	Attorney	1/1/2022	\$ 105,432	\$ 158,020
Senior Attorney	Attorney	1/1/2022	\$ 121,246	\$ 181,728
Supervising Attorney	Attorney	1/1/2022	\$ 133,376	\$ 199,898
Administrative Assistant I	General	1/1/2022	\$ 56,209	\$ 74,941
Administrative Assistant II	General	1/1/2022	\$ 61,825	\$ 82,438
Administrative Assistant II*	General	1/1/2022	\$ 61,825	\$ 89,638
Administrative Supervisor	General	1/1/2022	\$ 84,253	\$ 112,345
Clinical Rehabilitation Coordinator*	General	1/1/2022	\$ 74,110	\$ 102,809
Clinical Rehabilitation Coordinator	General	1/1/2022	\$ 74,110	\$ 98,803
Court Specialist	General	1/1/2022	\$ 74,217	\$ 98,883
Court Specialist*	General	1/1/2022	\$ 74,217	\$ 102,809
Financial Analyst	General	1/1/2022	\$ 84,268	\$ 112,353
Fiscal Services Specialist	General	1/1/2022	\$ 66,700	\$ 88,925
Forensic Auditor	General	1/1/2022	\$ 66,700	\$ 88,925
General Services Specialist I	General	1/1/2022	\$ 54,034	\$ 72,023
General Services Specialist II	General	1/1/2022	\$ 60,035	\$ 80,021
General Services Specialist III	General	1/1/2022	\$ 66,700	\$ 88,925
Investigator I	General	1/1/2022	\$ 73,980	\$ 98,638
Investigator II	General	1/1/2022	\$ 81,377	\$ 108,502
Investigator III	General	1/1/2022	\$ 89,514	\$ 119,353
IT Analyst I	General	1/1/2022	\$ 78,152	\$ 104,191
IT Analyst II	General	1/1/2022	\$ 86,828	\$ 115,770
IT Analyst II*	General	1/1/2022	\$ 86,828	\$ 125,236
IT Business Systems Analyst I	General	1/1/2022	\$ 78,152	\$ 104,191
IT Business Systems Analyst II	General	1/1/2022	\$ 86,828	\$ 115,770
IT Support Technician I	General	1/1/2022	\$ 59,996	\$ 79,995
IT Support Technician II	General	1/1/2022	\$ 66,650	\$ 88,874
Lead IT Analyst	General	1/1/2022	\$ 101,977	\$ 135,948
Lead IT Business Systems Analyst	General	1/1/2022	\$ 101,977	\$ 135,948
Lead Program Analyst	General	1/1/2022	\$ 101,977	\$ 135,948
Legal Secretary I	General	1/1/2022	\$ 59,019	\$ 78,688
Legal Secretary II	General	1/1/2022	\$ 64,917	\$ 86,560
Legal Secretary III	General	1/1/2022	\$ 68,168	\$ 90,886
Office Assistant I	General	1/1/2022	\$ 45,857	\$ 61,135
Office Assistant II	General	1/1/2022	\$ 50,438	\$ 67,252
Office Assistant III	General	1/1/2022	\$ 56,209	\$ 74,941
Paralegal	General	1/1/2022	\$ 67,792	\$ 90,323
Paralegal*	General	1/1/2022	\$ 67,792	\$ 90,324
Paralegal Supervisor	General	1/1/2022	\$ 70,514	\$ 94,006
Probation Case Specialist	General	1/1/2022	\$ 66,700	\$ 88,925
Program Analyst	General	1/1/2022	\$ 84,268	\$ 112,353
Program Assistant I	General	1/1/2022	\$ 48,621	\$ 64,820
Program Assistant II	General	1/1/2022	\$ 54,034	\$ 72,023
Program Assistant II*	General	1/1/2022	\$ 54,034	\$ 77,320
Program Assistant III	General	1/1/2022	\$ 60,035	\$ 80,021

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Program Coordinator	General	1/1/2022	\$ 74,110	\$ 98,803
Program Specialist	General	1/1/2022	\$ 66,700	\$ 88,925
Program Specialist*	General	1/1/2022	\$ 66,700	\$ 102,808
Program Supervisor	General	1/1/2022	\$ 101,977	\$ 135,948
Public Information Officer	General	1/1/2022	\$ 84,268	\$ 112,353
Public Service Representative I	General	1/1/2022	\$ 45,730	\$ 60,982
Public Service Representative II*	General	1/1/2022	\$ 50,310	\$ 77,320
Public Service Representative II	General	1/1/2022	\$ 50,310	\$ 67,072
Public Service Representative III	General	1/1/2022	\$ 55,339	\$ 73,790
Senior Administrative Assistant	General	1/1/2022	\$ 64,922	\$ 86,558
Senior Administrative Assistant*	General	1/1/2022	\$ 64,922	\$ 93,583
Senior Financial Analyst	General	1/1/2022	\$ 92,701	\$ 123,601
Senior IT Analyst	General	1/1/2022	\$ 91,178	\$ 131,502
Senior IT Analyst*	General	1/1/2022	\$ 91,178	\$ 138,064
Senior IT Business Systems Analyst	General	1/1/2022	\$ 91,178	\$ 121,566
Senior Program Analyst	General	1/1/2022	\$ 92,701	\$ 123,601
Translator - Interpreter	General	1/1/2022	\$ 74,110	\$ 98,803
Assistant Chief Trial Counsel	Executives	1/1/2022	\$ 161,884	\$ 242,632
Chief Administrative Officer	Executives	1/1/2022	\$ 191,427	\$ 286,917
Chief Financial Officer	Executives	1/1/2022	\$ 191,427	\$ 286,917
Chief Mission Officer	Executives	1/1/2022	\$ 191,427	\$ 286,917
Chief Programs Officer	Executives	1/1/2022	\$ 191,427	\$ 286,917
Chief Trial Counsel	Executives	1/1/2022	\$ 191,427	\$ 286,917
Clerk of the Court	Executives	1/1/2022	\$ 175,663	\$ 234,214
Controller	Executives	1/1/2022	\$ 145,172	\$ 193,564
Court Counsel	Executives	1/1/2022	\$ 161,884	\$ 242,632
Deputy Chief of Programs	Executives	1/1/2022	\$ 174,025	\$ 260,841
Deputy Chief Trial Counsel	Executives	1/1/2022	\$ 174,025	\$ 260,841
Deputy General Counsel	Executives	1/1/2022	\$ 174,025	\$ 260,841
Director, General Services	Executives	1/1/2022	\$ 159,695	\$ 212,923
Director, Human Resources	Executives	1/1/2022	\$ 159,695	\$ 212,923
Executive Director	Executives	1/1/2022	\$ 301,263	\$ 301,263
Finance Manager	Executives	1/1/2022	\$ 120,594	\$ 172,823
General Counsel	Executives	1/1/2022	\$ 191,427	\$ 286,917
IT Director	Executives	1/1/2022	\$ 175,663	\$ 234,214
IT Director I	Executives	1/1/2022	\$ 145,172	\$ 193,564
IT Manager I	Executives	1/1/2022	\$ 112,175	\$ 149,549
IT Manager II	Executives	1/1/2022	\$ 120,594	\$ 160,770
IT Manager III	Executives	1/1/2022	\$ 129,627	\$ 172,823
Manager, General Services	Executives	1/1/2022	\$ 112,175	\$ 149,549
Managing Attorney	Executives	1/1/2022	\$ 146,714	\$ 219,888
Program Director I	Executives	1/1/2022	\$ 145,172	\$ 193,564
Program Director II	Executives	1/1/2022	\$ 159,695	\$ 212,923
Program Director III	Executives	1/1/2022	\$ 175,663	\$ 234,214
Program Manager I	Executives	1/1/2022	\$ 112,175	\$ 149,549

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Classification Title	Unit	Effective Date	Minimum Annual Salary	Maximum Annual Salary
Program Manager II	Executives	1/1/2022	\$ 120,594	\$ 160,770
Program Manager III	Executives	1/1/2022	\$ 129,627	\$ 172,823
Special Assistant Chief Trial Counsel	Executives	1/1/2022	\$ 174,025	\$ 260,841
Administrative Assistant I	Confidential	1/1/2022	\$ 56,209	\$ 74,941
Administrative Assistant II	Confidential	1/1/2022	\$ 61,825	\$ 82,438
Administrative Supervisor	Confidential	1/1/2022	\$ 84,253	\$ 112,345
Attorney I	Confidential	1/1/2022	\$ 95,848	\$ 143,650
Attorney II	Confidential	1/1/2022	\$ 105,432	\$ 158,020
Attorney III	Confidential	1/1/2022	\$ 121,246	\$ 181,728
Attorney IV	Confidential	1/1/2022	\$ 133,376	\$ 199,898
Attorney V	Confidential	1/1/2022	\$ 146,714	\$ 219,888
Financial Analyst	Confidential	1/1/2022	\$ 84,268	\$ 112,353
Fiscal Services Specialist	Confidential	1/1/2022	\$ 66,700	\$ 88,925
Human Resources Analyst	Confidential	1/1/2022	\$ 84,268	\$ 112,353
Human Resources Coordinator	Confidential	1/1/2022	\$ 74,110	\$ 98,803
Human Resources Specialist	Confidential	1/1/2022	\$ 66,700	\$ 88,925
IT Analyst I	Confidential	1/1/2022	\$ 78,152	\$ 104,191
IT Analyst II	Confidential	1/1/2022	\$ 86,828	\$ 115,770
Lead IT Analyst	Confidential	1/1/2022	\$ 101,977	\$ 135,948
Lead IT Business Systems Analyst	Confidential	1/1/2022	\$ 101,977	\$ 135,948
Lead Program Analyst	Confidential	1/1/2022	\$ 101,977	\$ 135,948
Legal Secretary I	Confidential	1/1/2022	\$ 59,019	\$ 78,688
Legal Secretary II	Confidential	1/1/2022	\$ 64,917	\$ 86,560
Legal Secretary III	Confidential	1/1/2022	\$ 68,168	\$ 90,886
Paralegal	Confidential	1/1/2022	\$ 67,792	\$ 90,323
Principal Financial Analyst	Confidential	1/1/2022	\$ 112,175	\$ 149,549
Principal Human Resources Analyst	Confidential	1/1/2022	\$ 112,175	\$ 149,549
Principal Program Analyst	Confidential	1/1/2022	\$ 112,175	\$ 149,549
Principal Program Analyst*	Confidential	1/1/2022	\$ 112,175	\$ 158,845
Program Analyst	Confidential	1/1/2022	\$ 84,268	\$ 112,353
Program Coordinator	Confidential	1/1/2022	\$ 74,110	\$ 98,803
Program Supervisor	Confidential	1/1/2022	\$ 101,977	\$ 135,948
Senior Administrative Assistant	Confidential	1/1/2022	\$ 64,922	\$ 86,558
Senior Administrative Assistant*	Confidential	1/1/2022	\$ 64,922	\$ 90,274
Senior Financial Analyst	Confidential	1/1/2022	\$ 92,701	\$ 123,601
Senior Human Resources Analyst	Confidential	1/1/2022	\$ 92,701	\$ 123,601
Senior IT Analyst	Confidential	1/1/2022	\$ 91,178	\$ 121,566
Senior Paralegal	Confidential	1/1/2022	\$ 77,962	\$ 103,871
Senior Program Analyst	Confidential	1/1/2022	\$ 92,701	\$ 123,601

***Notes:**

(1) 2022 salary ranges reflect a 1% Cost of Living Adjustment effective 1/1/2022, which was agreed to in the April 17, 2020 Memorandum of Understanding (MOU) between the State Bar and its represented employees (MOU Section 22.D.1).

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Classification Title	Unit	Effective Date	Minimum Annual Salary	Maximum Annual Salary
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(2) In 2017 the State Bar completed a comprehensive classification and compensation study. A new job classification system and a new compensation structure were implemented for Executive and Confidential staff in July 2017, and for represented staff (Attorney Unit and General Unit) in January 2018. Those employees whose prior salaries exceeded the maximum annual salary of their new classifications were "red circled," i.e., they retained their prior, higher salaries. Employees may receive wages in excess of the maximum of the salary range for their position in the following instances: (i) They are red-circled as stated above; (ii) If a red-circled employee is granted a promotion to a job classification with a higher salary range, but his or her red-circled salary still exceeds the salary maximum for the promotional position, that employee shall receive a 5% salary increase at the time of the promotion; or (iii) Every employee who expressly has and routinely exercises supervisory authority over subordinate employees shall earn at least a 5% wage differential over his or her highest paid subordinate employee. This standard applies even when a supervising employee is red-circled. An asterisk indicates a classification with a higher maximum salary for one or more "red circled" employees, with the actual maximum salary noted.